



## Job Announcement

**Position:** Fiscal Officer, Chief  
**Department:** Accounting  
**Annual Salary:** \$36,139.16  
**Supervisor:** Joey Roberts

### Accounting Division

Services provided by the Fiscal Officer, Chief include procurement, monitoring supply levels, property reporting, budget/expenditure monitoring, financial reporting, and general accounting functions. Procurement activities, which are the major focus of the position, include ensuring that certain goods and services are properly procured in accordance with state laws, regulations, and policies regarding both open-market and state contract purchases.

#### Duties:

- Procures equipment, commodities, and contractual services according to state laws and ITS and SPB rules governing public procurement
- Manages inventory to ensure adequate levels of basic office supplies for the agency
- Reports to management status of all agency expenditures for contractual services, commodities, equipment, and other than equipment categories of the administrative budget
- Coordinates formal bid process by advertising for proposals and soliciting bids on various agency projects
- Reviews charges and resolves billing errors for agency procurement credit cards
- Maintains agency's fixed asset listing and coordinates with the MS Dept. of Audit for annual property audit
- Assists with the disposal of all agency property
- Coordinates servicing of the agencies business equipment
- Completes special projects as assigned

**Education and Experience Requirements:** The preferred candidate for this position will have a Master's Degree from an accredited four-year college or university in Accounting, Business Administration, or a related field and at least three (3) years of experience in accounting, financial management, or a related field, two (2) years of which must have included line or functional supervision or a Bachelor's Degree in accounting, business administration or related field from an accredited four-year college or university and at least four (4) years of work experience in accounting, financial management or a related field, two (2) years of which must have included line or functional supervision.

A candidate possessing a Certified Mississippi Purchasing Agent (CMPA) designation with experience in public procurement and knowledge of state laws, ITS procurement procedures, and SPB rules governing public procurement will be given preferred consideration.

Interested PERS employees should submit an application via the MS State Personnel Board online application system on or before close of business Tuesday, May 31, 2016.

<http://www.mspb.ms.gov/>